



Port Richmond Industrial Development Enterprise, Inc.

215.683.2144 • www.pride.uiiphilly.org • 3525 Amber Street, Philadelphia, PA 19134

BUSINESS DEVELOPMENT SERVICES

Job Creation Tax Credit

The City of Philadelphia has enacted a job creation tax credit against the business privilege tax liability. Under the job creation tax credit program, eligible taxpayers may claim a credit of \$1,000 for each new, qualified full-time job created in the City (up to a specified maximum). Eligible applicants must agree to either create at least 25 new jobs, or to increase the number of employees by at least 20% within 5 years of the start date. The credit is available for a period of 5 years from that date and may be recaptured in the event that the taxpayer fails to create the required number of jobs, or fails to maintain existing business operations during the 5 year period.

Department of Revenue
(215) 686-6600
www.phila.gov/revenue

Pennsylvania Job Creation Tax Credit (JCTC)

The Commonwealth of Pennsylvania offers a \$1,000 per job tax credit to approved businesses that agree to create jobs in the Commonwealth within a three year period. The credit can be applied against various other business tax liabilities.

Pennsylvania Department of Community and Economic Development
www.newpa.com

Pennsylvania Opportunity Grant Program (OGP)

The Commonwealth of Pennsylvania offers grants to businesses that create or preserve a significant number of jobs in the state. Projects must have a substantial economic impact, either upon the Commonwealth as a whole, or the region in which the company will expand. A 4:1 private investment match is required.

Pennsylvania Department of Community and Economic Development
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BUSINESS FINANCING PROGRAMS

Philadelphia Commercial Development Corporation (PCDC)

PCDC's mission is to revitalize neighborhoods and to assist small businesses. Its efforts are directed towards promoting entrepreneurial development, increasing employment, and improving the economy and quality of life in Philadelphia's neighborhoods. PCDC opens doors to economic advancement by building partnerships and fostering viable development projects and enterprises. It brings together business owners, business associations, developers, community residents, financial institutions, and the local government to create an attractive atmosphere for public and private investment in neighborhood commercial areas. In addition, PCDC provides a range of important financial and managerial services, including direct loans to small businesses and minority contractors.

To promote and encourage PCDC products (loans, façade treatments, signage, etc.), the Neighborhood Commercial Revitalization (NCR) division works hand in hand with neighborhood shops, business associations and local Community Development Corporations on thirty-eight targeted commercial area corridors. PCDC provides a wide array of services to help local merchants become more profitable, provide goods and services and generate the jobs that keep Philadelphia's economic foundation strong.

Philadelphia Commercial Development Corporation
(215) 790-2200
www.philadelphiacommercial.org

Philadelphia Industrial Development Corporation (PIDC)

PIDC is a private, non-profit corporation, created by the Greater Philadelphia Chamber of Commerce and the Philadelphia Commerce Department to promote economic development throughout the city. Since its creation, PIDC has helped approximately 5,000 firms start up within the city. PIDC offers a full menu of loan programs, largely funded through federal, state and local government sources. Although specific terms and conditions vary, most loan programs offer sub-prime rates that are incentives to encourage investment in the city. Use of loan funds is determined by the source, and may include real estate acquisition, construction or machinery/ equipment purchase. PIDC loan funds are usually leveraged with private debt and equity. Three primary loan funds that PIDC provides are:

- PIDC Growth Loan Program
- HUD 108
- PA Industrial Development Authority (PIDA)

Philadelphia Industrial Development Corporation
(215) 496-8020
www.pidc-pa.org



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STARTING A BUSINESS

Every business must be properly registered and licensed in the City of Philadelphia. The following forms are used to obtain licenses and permits for operating a business in Philadelphia.

Business Privilege License and Tax Account

The Business Privilege License (BPL), issued by the Department of Licenses and Inspections (L&I), and a city tax number, issued by the Department of Revenue, can now be obtained through the submission of a single application. This application is available on the concourse level of the Municipal Services Building, 1401 JFK Boulevard. Every business operating or conducting business within Philadelphia must obtain the BPL and city tax number. The application may be filed in person or sent by mail to L&I. There is a one-time fee of \$250 for this license. Other licenses (food handling, street vending, etc.) may be required depending on the nature of your business.

Department of Revenue
(215) 686-6600

Licenses & Inspections
(215) 686-2490

Use Registration Permit

Every business must register its business activity for each location where it does business. A new business moving into an existing store must obtain this permit. There is a one-time filing fee of \$80 per location for this permit.

L&I Zoning Unit
(215) 686-2434

Zoning Permits, Certificates or Variances

Every business location must be properly zoned. A zoning certificate or variance may be required for the proposed business location depending on the proposed business to be conducted at the site. This process is separate and distinct from the one for obtaining a BPL. Both a zoning permit and a license may also be required for certain types of signs, canopies, parking lots, and other items or activities. The zoning process may require the submission of maps, plans and drawings. Filing fees are also involved.

L&I Zoning Unit
(215) 686-2434

Special note for restaurants, delis, etc.



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Any business engaged in preparing, selling or serving food products must contact the Health Department as soon as a prospective location is identified. Health Department approval of the premises is necessary before a BPL can be granted.

Health Department
(215) 685-7495

Registration of a Fictitious Trade Name or Trademark

This process is handled at the state level for a one-time fee of \$70. Contact Pennsylvania Corporation Bureau to make certain that no other corporate entity has reserved the proposed trade name. They will also provide the required application forms and instructions if a business wishes to register its trade name or trademark.

Pennsylvania Corporation Bureau
(717) 787-1057

State Taxes

A business may be subject to Pennsylvania State requirements, such as the collection of sales taxes. Call (800) 362-2050 to obtain a Combination Registration Form (PA-100).

Pennsylvania Department of Revenue
(215) 560-2713

Incorporation

This is a legal decision with tax implications that should be made only after consulting with an accountant, private attorney or legal clinic. Corporations created in other states but doing business in the Commonwealth must also register with the Pennsylvania Corporation Bureau.

Pennsylvania Corporation Bureau
(717) 787-6271
www.dos.state.pa.us/corps

Professional and Occupational Licensing

Your proposed business activity may require state licensing or approval.

Pennsylvania Office of Professional and Occupational Licensing
(717) 787-8503

Federal Taxes

You may need to obtain a federal Employer's Identification Number (EIN). Most banks require this number on their business account application.



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Internal Revenue Service
(800) 829-1040
www.irs.ustreas.gov

Foreign Trade

Tariffs, duties, foreign trade zones designation, and other related issues are handled by or referred to federal agencies. The International Division of the Department of Commerce can also provide further information on Foreign Trade.

Department of Commerce
(215) 683-2040
www.newpa.com

Invent PA

Invent Pennsylvania is the Commonwealth's one stop shop to assist your business to grow and thrive in Pennsylvania. The elements that businesses need to succeed are already in place in Pennsylvania. Invent Pa is committed to friction-free government and providing a host of programs and organizations dedicated to helping Pennsylvania businesses succeed. It's why we say that Pennsylvania is where business can come and invent the future.

Invent PA
www.newpa.com